

# *Kansas Governor's Arts Awards* *2011*

## **Requirements for Arts-in-Education – School or Program Nominations**

Submit the following documents in the order listed (use this as your checklist):

\_\_\_\_ **Completed nomination form**

\_\_\_\_ **Two-page description of nominee** responding to items A through D outlined at the bottom of the nomination form

\_\_\_\_ **Biographies of key personnel**, one-paragraph maximum each, written in narrative form

\_\_\_\_ **Two written testimonials** from current or former students

\_\_\_\_ **Two letters of support** from key community members, professional associations, experts in the field or partnering organizations

\_\_\_\_ **Support materials**: printed materials such as brochures, catalogues, articles or other materials featuring the arts activity of the program or school.

### **Optional Work Samples**

\_\_\_\_ **Arts In Education – School or Program Work Sample Index** - completed with titles of works included

\_\_\_\_ **Work samples on CD or DVD or uploaded to a website (see below)** containing examples of student work or program activity. We recommend that visual arts programs submit still images on CD, and performing arts programs submit video (on DVD) work samples.

Test all submissions on a DVD player or a computer to ensure the files are properly formatted, function correctly and are navigable. All submissions must be compatible with both Mac and PC platforms. Label must be printed directly on the disk; CDs or DVDs with adhesive labels will not be accepted.

***If submitting a CD of still images:*** Include a minimum of 10 images in jpg format of student work, projects and or teaching activities completed in the last five years. Only two of the 10 images may be details.

\_\_\_\_ Submit one CD only, attached to the original nomination packet.

OR

\_\_\_\_ Upload work samples to a website, such as YouTube, flickr, or similar publicly accessible video service. Include website link on the Arts In Education – School or Program Work Sample Index.

***If submitting a DVD:*** show a minimum of five minutes of student work completed in the last three years.

\_\_\_\_ Submit eight DVDs: attach a DVD to each nomination packet.

OR

\_\_\_\_ Upload video to your website, such as YouTube, or similar publicly accessible video service. Include website link on the Arts In Education – School or Program Work Sample Index.